

FINANCE AND ADMINISTRATIVE SERVICES

The Finance and Administrative Services Department provides internal services including accounting, information technology, purchasing, office services, risk management, cash management and investment and citywide fleet services. The Department also provides tourism management services and citywide call center services.

MISSION

The Finance and Administrative Services Department seeks to provide timely, accurate and relevant financial information to departments, provide innovative business solutions and protect city resources.

FISCAL YEAR 2007 HIGHLIGHTS

General Fund

The proposed FY/07 General Fund appropriation is \$3.4 million above the approved FY/06 level.

A new section in ISD with four positions will oversee the comprehensive information system and technology plans for APD. Another section with 14 permanent positions and six temporary positions will be formed for the implementation of the Enterprise Resource Planning (ERP) / E-government system. These technology initiatives, together with a 3.5% COLA adjustment account for \$2.96 million of the budget increase.

A total of 12 general fund positions were added intra-year to the Finance and Administrative Services department. Citizen Services increased by 11 permanent full-time positions in exchange for 22 part-time positions. In purchasing, a fiscal manager position was added by transferring and reclassifying a position from Fleet Management. Also, one purchasing officer was reclassified to a purchasing manager.

The contract for the management of the Convention Center has decreased by \$108 thousand from the FY/06 level. Funding of \$113 thousand has been moved to City Support for transfer to the Capital Acquisition Fund along with \$196 thousand of one-time FY/05 revenue from the Convention Center. These funds combined with a transfer from the Hospitality Fee Fund will be used for the repair and renovation of the escalators and other needed repairs in the convention center.

Other proposed additions to the General Fund budget are \$53 thousand for increased contractual and professional service costs in accounting offset by an increase in record search fees.

Lodgers' Tax Fund

There is a conservative 2% increase projected for Lodgers' Tax revenue. Fifty percent of the revenue is identified for promotions and 50% is identified for debt service in FY/07. Fund balances built up in FY/05 and FY/06 will be available for appropriation subject to the 50/50 allocation. The proposed budget directs \$791 thousand of one-time available fund balance to be appropriated for ACVB and the Hispano Chamber in the customary manner. For the debt service portion of the

fund balance, \$511 thousand will be transferred and reserved while \$280 thousand will be used to pay down FY/06 debt. A General Fund subsidy will not be required in FY/07 due to anticipated increased revenues.

Hospitality Fee Fund

The Hospitality Fee Fund also reflects a 2% projected increase which translates into an increase in the amount available for promotions and debt service. There is \$120 thousand from FY/05 and FY/06 fund balances that is appropriated to ACVB and the Hispano Chamber. An equal amount will be transferred to the Capital Implementation Fund which will be used for necessary improvements in the convention center. One hundred thirty thousand from the FY/07 debt service allocation has been determined unnecessary for debt service payments and will be transferred to the Capital Acquisition Fund.

Risk Management Fund

FY/07 funding for existing staff will result in an increase of \$136 thousand above FY/06.

Supplies Inventory Management Fund

There is a slight increase of \$14 thousand in the Supplies Inventory Management Fund due to the increased cost for existing staff.

Fleet Management Fund

There is an increase for the Fleet Management Fund of \$1.46 million. Increases to the budget include fuel costs which are anticipated to increase by \$1.8 million and the 3.5% COLA adjustment of \$98 thousand. Technical adjustments for this department decreased by \$440 thousand: due to the intra-year transfer and reclassification of the fleet manager position to the purchasing division; a decrease of indirect allocation; and, a reduction of one-time capital costs. A reallocation of resources transfers funding of \$155 thousand from personnel to contractual services. There is a decrease in FY/07 of three permanent full-time mechanic positions as this department is reorganized for planned efficiencies.

Communications Management Fund

The Communications Management Fund will increase \$48 thousand from the FY/06 approved budget. A reallocation of resources transfers funding of \$23 thousand from personnel to contractual services as a permanent part time accountant is deleted from staffing.

City/County Projects Fund

The City/County Projects Fund is decreased by \$124 thousand to bring the appropriation to a historical level.

Vehicle/Equipment Replacement Fund

There is a \$3.8 million appropriation for the replacement of vehicles and computers. Two million will be set aside for computer needs as identified by the Information Systems Committee (ISC) and \$1.8 million will be used for the replacement of vehicles. This is expected to have an impact on rising fuel and maintenance costs as the fleet is upgraded with more efficient vehicles. New vehicle acquisitions will focus on alternative fuel applications.

FINANCE AND ADMINISTRATIVE SERVICES

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
PROGRAM STRATEGY SUMMARY BY GOAL:						
GOAL 6: ECONOMIC VITALITY						
<u>GENERAL FUND 110</u>						
Tourism/Convention Center	2,308	1,878	1,878	1,849	1,665	(184)
<u>LODGER'S TAX FUND - 220</u>						
Lodger's Promotion - 220	4,074	4,178	4,178	4,178	5,505	1,327
Trfr from Fund 220 to Fund 110	133	132	132	132	140	8
Trfr from Fund 220 to Fund 405	4,263	4,460	4,460	4,590	5,365	775
Total Lodger's Tax Fund - 220	8,470	8,770	8,770	8,900	11,010	2,110
<u>HOSPITALITY FEE FUND - 221</u>						
Lodger's Promotion - 221	772	856	856	856	1,091	235
Trfr from Fund 221 to Fund 405	786	856	856	841	841	0
Trfr from Fund 221 to Fund 305	0	0	0	15	250	235
Total Hospitality Fee Fund - 221	1,558	1,712	1,712	1,712	2,182	470
TOTAL - GOAL 6	12,336	3,590	12,360	12,461	14,857	2,396
GOAL 8: GOVERNMENTAL EXCELLENCE AND EFFECTIVENESS						
<u>GENERAL FUND - 110</u>						
Accounting	2,677	2,915	2,928	2,790	3,068	278
Citizen Services	807	3,626	3,626	3,291	4,102	811
Citywide Financial Support Services	517	667	667	667	705	38
Information Services	7,760	7,793	7,895	7,895	10,669	2,774
Information Services - CIP	244	334	334	275	306	31
Purchasing and Office Services	1,011	1,098	1,098	1,092	1,242	150
Strategic Support	285	351	351	330	362	32
Treasury	1,263	1,402	1,402	1,394	1,387	(7)
Total General Fund - 110	14,564	18,186	18,301	17,734	21,841	4,107
<u>RISK MANAGEMENT FUND 705</u>						
Safety Office / Loss Prevention	1,151	1,416	1,416	1,381	1,467	86
Tort and Other Claims	18,276	17,694	17,694	17,694	17,747	53
Workers' Compensation Claims	5,805	9,492	9,492	9,480	9,504	24
Transfer from Fund 705 to Fund 110	889	740	740	740	760	20
Total Risk Management Fund - 705	26,121	29,342	29,342	29,295	29,478	183
<u>SUPPLIES INVENTORY MANAGEMENT FUND 715</u>						
Materials Management	454	552	552	537	569	32
Transfer from Fund 715 to Fund 110	157	194	194	194	191	(3)
Total Supplies Inventory Management Fund - 715	611	746	746	731	760	29
<u>FLEET MANAGEMENT FUND 725</u>						
Fleet Management	0	10,299	10,299	11,765	11,823	58
Transfer from Fund 725 to Fund 110	0	666	666	666	600	(66)
Total Fleet Management Fund - 725	0	10,965	10,965	12,431	12,423	(8)

FINANCE AND ADMINISTRATIVE SERVICES

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
COMMUNICATIONS MANAGEMENT FUND 745						
City Communications	983	1,122	1,122	1,055	1,144	89
Transfer from Fund 745 to Fund 110	208	137	137	137	163	26
Total Communications Management Fund - 745	1,191	1,259	1,259	1,192	1,307	115
CITY/COUNTY PROJECTS FUND 285						
City/County Projects	74	215	215	215	91	(124)
Transfer from Fund 285 to Fund 110	82	82	82	82	82	0
Total City/County Projects Fund - 285	156	297	297	297	173	(124)
VEHICLE/COMPUTER PROJECT FUND 730						
Total Vehicle/Computer Projects - 730	1,682	4,978	4,978	4,978	3,778	(1,200)
TOTAL - GOAL 8	44,325	65,773	65,888	66,658	69,760	3,102
TOTAL APPROPRIATIONS	56,661	69,363	78,248	79,119	84,617	5,498
TOTAL FULL TIME POSITIONS	230	317	317	328	349	21

LODGERS' TAX FUND 220 RESOURCES, APPROPRIATIONS AND UNRESTRICTED FUND BALANCE

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
RESOURCES:						
Miscellaneous Revenues	6	9	9	37	9	(28)
Taxes - Lodgers' Tax	9,019	8,611	8,611	9,509	9,699	190
Transfers from Other Funds	0	150	150	0	0	0
Total Current Resources	9,025	8,770	8,770	9,546	9,708	162
Beginning Fund Balance	1,019	1,574	1,574	1,574	2,220	646
TOTAL RESOURCES	10,044	10,344	10,344	11,120	11,928	808
APPROPRIATIONS:						
Operating Appropriation	4,074	4,178	4,178	4,178	5,505	1,327
Transfers to Other Funds	4,396	4,592	4,592	4,722	5,505	783
TOTAL APPROPRIATIONS	8,470	8,770	8,770	8,900	11,010	2,110
FUND BALANCE PER CAFR	1,574	1,574	1,574	2,220	918	(1,302)
ADJUSTMENTS TO FUND BALANCE	(5)	0	0	0	0	0
AVAILABLE FUND BALANCE	1,569	1,574	1,574	2,220	918	(1,302)

FINANCE AND ADMINISTRATIVE SERVICES

HOSPITALITY FEE FUND 221 RESOURCES, APPROPRIATIONS AND UNRESTRICTED FUND BALANCE

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
RESOURCES:						
Miscellaneous Revenues	3	0	0	6	4	(2)
Taxes - Lodgers' Tax	1,784	1,722	1,722	1,900	1,938	38
Total Current Resources	1,787	1,722	1,722	1,906	1,942	36
Beginning Fund Balance	0	229	229	229	423	194
TOTAL RESOURCES	1,787	1,951	1,951	2,135	2,365	230
APPROPRIATIONS:						
Operating Appropriation	772	856	856	856	1,091	235
Transfers to Other Funds	786	856	856	856	1,091	235
TOTAL APPROPRIATIONS	1,558	1,712	1,712	1,712	2,182	470
FUND BALANCE PER CAFR	229	239	239	423	183	(240)
ADJUSTMENTS TO FUND BALANCE	0	0	0	0	0	0
AVAILABLE FUND BALANCE	229	239	239	423	183	(240)

CITY COUNTY PROJECTS FUND - 285 RESOURCES, APPROPRIATIONS AND UNRESTRICTED FUND BALANCE

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
RESOURCES:						
Miscellaneous Revenue	9	0	0	0	0	0
Information Systems Services Revenue	174	173	173	173	173	0
Total Current Resources	183	173	173	173	173	0
Beginning Fund Balance	184	211	211	211	87	(124)
TOTAL RESOURCES	367	384	384	384	260	(124)
APPROPRIATIONS:						
City/County Projects	74	215	215	215	91	(124)
Transfer to General Fund - 110	82	82	82	82	82	0
TOTAL APPROPRIATIONS	156	297	297	297	173	(124)
FUND BALANCE PER CAFR	211	87	87	87	87	0
ADJUSTMENTS TO FUND BALANCE	0	0	0	0	0	0
AVAILABLE FUND BALANCE	211	87	87	87	87	0

FINANCE AND ADMINISTRATIVE SERVICES

RISK MANAGEMENT FUND - 705 RESOURCES, APPROPRIATIONS AND WORKING CAPITAL BALANCE

(000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
RESOURCES:						
Miscellaneous Revenues	886	500	500	1,266	1,000	(266)
Internal Service Revenues	32,477	36,327	36,327	36,055	35,270	(785)
Total Current Resources	33,363	36,827	36,827	37,321	36,270	(1,051)
Beginning Working Capital Balance	15,219	22,440	22,440	22,440	29,835	7,395
TOTAL RESOURCES	48,582	59,267	59,267	59,761	66,105	6,344
APPROPRIATIONS:						
Internal Service Operations	25,764	29,238	29,238	29,186	29,401	215
Transfer to General Fund - 110	889	740	740	740	760	20
TOTAL APPROPRIATIONS	26,653	29,978	29,978	29,926	30,161	235
ADJUSTMENTS TO WORKING CAPITAL	511	0	0	0	0	0
ENDING WORKING CAPITAL BALANCE	22,440	29,289	29,289	29,835	35,944	6,109

SUPPLIES INVENTORY MANAGEMENT FUND - 715 RESOURCES, APPROPRIATIONS AND WORKING CAPITAL BALANCE

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
RESOURCES:						
Miscellaneous Revenues	22	19	19	18	19	1
Internal Service Revenues	674	570	570	671	601	(70)
Total Current Resources	696	589	589	689	620	(69)
Beginning Working Capital Balance	352	220	220	220	178	(42)
TOTAL RESOURCES	1,048	809	809	909	798	(111)
APPROPRIATIONS:						
Internal Service Operations	454	552	552	537	569	32
Transfer to General Fund - 110	157	194	194	194	191	(3)
TOTAL APPROPRIATIONS	611	746	746	731	760	29
ADJUSTMENTS TO WORKING CAPITAL	(217)	0	0	0	0	0
ENDING WORKING CAPITAL BALANCE	220	63	63	178	38	(140)

FINANCE AND ADMINISTRATIVE SERVICES

FLEET MANAGEMENT FUND - 725 RESOURCES, APPROPRIATIONS AND WORKING CAPITAL BALANCE

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
RESOURCES:						
Miscellaneous Revenues	54	10	10	66	25	(41)
Transfer from General Fund - 110	0	0	0	0	0	0
Charges for Services	46	155	155	163	50	(113)
Internal Service Revenues	10,330	10,731	10,731	12,023	12,100	77
Total Current Resources	10,430	10,896	10,896	12,252	12,175	(77)
Beginning Working Capital Balance	816	876	876	876	697	(179)
TOTAL RESOURCES	11,246	11,772	11,772	13,128	12,872	(256)
APPROPRIATIONS:						
Fleet Management Operations	9,737	10,299	10,299	11,765	11,823	58
Bonus Program	0	0	0	0	0	0
Transfer to General Fund - 110	649	666	666	666	600	(66)
TOTAL APPROPRIATIONS	10,386	10,965	10,965	12,431	12,423	(8)
ADJUSTMENT TO WORKING CAPITAL	16	(110)	(110)	0	0	0
ENDING WORKING CAPITAL BALANCE	876	697	697	697	449	(248)

VEHICLE/COMPUTER PROJECT FUND 730 RESOURCES, APPROPRIATIONS AND FUND BALANCE

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
RESOURCES:						
Miscellaneous Revenues	323	0	0	0	0	0
Charges for Services-Replacement	0	0	0	0	0	0
Interfund Revenue-Purchases	2,000	3,778	3,778	3,778	3,778	0
Total Current Resources	2,323	3,778	3,778	3,778	3,778	0
Beginning Fund Balance	1,283	1,200	1,200	1,200	0	(1,200)
TOTAL RESOURCES	3,606	4,978	4,978	4,978	3,778	(1,200)
APPROPRIATIONS:						
Internal Service Operations:						
Computer Projects	1,682	2,000	2,000	2,000	2,000	0
Vehicle Projects	0	2,978	2,978	2,978	1,778	(1,200)
TOTAL APPROPRIATIONS	1,682	4,978	4,978	4,978	3,778	(1,200)
FUND BALANCE PER CAFR	1,924	0	0	0	0	0
ADJUSTMENT TO FUND BALANCE	(724)	0	0	0	0	0
AVAILABLE FUND BALANCE	1,200	0	0	0	0	0

FINANCE AND ADMINISTRATIVE SERVICES

COMMUNICATIONS MANAGEMENT FUND - 745 RESOURCES, APPROPRIATIONS AND WORKING CAPITAL BALANCE

(\$000's)	ACTUAL FY/05	ORIGINAL BUDGET FY/06	REVISED BUDGET FY/06	ESTIMATED ACTUAL FY/06	PROPOSED BUDGET FY/07	PROP 07/ EST ACT 06 CHG
RESOURCES:						
Miscellaneous Revenues	12	0	0	43	0	(43)
Internal Service Revenues	1,443	1,123	1,123	1,123	1,184	61
Total Current Resources	1,455	1,123	1,123	1,166	1,184	18
Beginning Working Capital Balance	309	577	577	577	551	(26)
TOTAL RESOURCES	1,764	1,700	1,700	1,743	1,735	(8)
APPROPRIATIONS:						
Internal Service Operations	983	1,122	1,122	1,055	1,144	89
Transfer to General Fund - 110	208	137	137	137	163	26
TOTAL APPROPRIATIONS	1,191	1,259	1,259	1,192	1,307	115
TOTAL ADJUSTMENTS	4	0	0	0	0	0
ENDING WORKING CAPITAL BALANCE	577	441	441	551	428	(123)